



City of Fort Worth Public Events Department

Fort Worth Convention Center

Facility Guidelines & Requirements

FACILITY GUIDELINES & REQUIREMENTS

Fort Worth Convention Center

Public Events Department
Fort Worth Convention Center
1201 Houston Street
Fort Worth, Texas 76102
Phone 817.392.MEET (6338) • Fax 817.392.2756
www.fortworthconventioncenter.com

Fort Worth Convention Center

*Welcome to the City of Fort Worth and the Fort Worth Convention Center.
We are very pleased that you have chosen our facility for your event.*

*Everyone at the FWCC is committed to providing you with the highest quality
of customer service. We will do all we can to ensure a safe and successful event
for show management, exhibitors, contractors, as well as attendees.*

*If at any time during your event you have a question, comment or concern, our
entire staff will be available to assist you.*

*Thank You,
FWCC Staff*

Table of Contents

		Changeovers / Original Set Up	17
Facility Staff	6		
		Communications Service Provider	17
		Compressed Air Service Provider	18
Frequently Asked Questions	8	Concessions	18
		Confetti	18
S C H E D U L I N G & R E N T A L		Copyright Fees	18
Audio Visual	10	Crate Storage	18
Cancellations	10	Credit Cards	19
Catering	10	Damages	19
Credit Cards	10	Dance Floor	19
Electricity	10	Dances	19
Insurance	11	Decals	19
Tables and Chairs	11	Decorations/Signage	19
Meeting Rooms	11	Deliveries	20
Move-in/Move-out	11	Docks	20
Payments	11	Door Guards	20
Rental Day	11	Draping	20
Rental Rates	11	Drilling	20
Reservations	11	Drayage	20
Security	12	Electricity	21
		Elevators	21
R U L E S & R E G U L A T I O N S		Emergency Medical Technician (EMT's)	21
Access For People with Disabilities	13	Event Personnel	21
Advertising	13	Exterior Doors	21
Alcoholic Beverages	13	Fire Marshal	21
Ancillary Cost Estimate	14	Floors	22
Animals	14	Floor Plans	22
Audio Visual	14	Food and Beverage	22
Automobiles	15	Food Shows	22
Badge Checkers	15	Free Items	23
Balloons	15	Freight	24
Ballroom Requirements	15	FWCC Staff	24
Banners	16	Garbage	24
Birdseed	16	Garden Displays	24
Booth Furnishings	16	General Services	24
Box Office	16	Give-Away Items	24
Building Access	16	Glitter	24
Candles	16	Golf Carts	25
Carpet Tape	17	Insurance	25
Cascarones (Confetti Eggs)	17	Internet Service	25
Catering	17	Keys	25

Table of Contents

License/Permits/Taxes	25	Table Skirts	31
Lighting	25	Taxes	32
Literature/Handouts/Leaflets	25	Telephones	32
Loading Docks/Over Head Doors	26	Tickets	32
Message Facilities	26	Ticket-Takers	32
Movable Walls	26	Trash Removal	32
Move-in/Move-out	26	Truck Docks	32
Noise	27	Ushers	33
Novelties/Souvenirs	27	Utilities	33
Office Services	27	Water	33
Painting	27	WATER GARDENS	
Parking	27	EVENTS PLAZA	34
Permits	28	FIRE REGULATIONS	
Pets	28	General Regulations	35
Plants	28	Booth Construction, Decorations	
Police Officers	28	And Stage Scenery	36
Posters/Signage	29	Enclosed and Multiple Story Booths	36
Propane	29	Exits and Exit Access	36
Pyrotechnic Special Effects	29	Flammable Materials, Compressed Gases	
Registration	29	and Explosives	37
Rigging	29	Open Flames	37
Samples	30	Cooking and Cooking Appliances	37
Scooters	30	Electrical Equipment	37
Service Contractors	30	Vehicles	38
Signage	30	Hazardous Materials	38
Skates and Skateboards	30	Seating Arrangements	38
Skirted Tables	30		
Smoking Policy	30	FACILITY DIAGRAMS	
Sound	31	Fort Worth Convention Center	
Spray Paint	31	(Entire Facility)	40
Stagehands (IASTE)	31	FWCC Events Plaza	41
Staging	31	FWCC Campus	42
Staples/Tacks/Nails	31		
Stickers/Tape	31		

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Facility Staff

The following list is the contact information for the staff at the Fort Worth Convention Center. Feel free to contact us if we can help you in any way.

Facility Management

Kirk Slaughter

Public Events Department Director
817.392.2501
kirk.slaughter@fortworthgov.org

James Horner

Assistant Facilities and Public Events Director
817.392.2505
james.horner@fortworthgov.org

Betty Tanner

Assistant Facilities and Public Events
Director / Administration
817.392.2502
betty.tanner@fortworthgov.org

Feleshia Cochran

Assistant Facilities and Public Events Director/
Sales & Scheduling
817.392.2529 / 817.392.5989
feleshia.cochran@fortworthgov.org

Sales & Scheduling

Charles Mayer

Director of Convention Sales
817.392.2735
charles.mayer@fortworthgov.org

Blake Moorman

National Sales Manager
817.392.2692
blake.moorman@fortworthgov.org

Robin Haney

Assistant Booking Coordinator
817.392.2507
robin.haney@fortworthgov.org

Joy Whitfield

Booking Coordinator
817.392.2504
joy.whitfield@fortworthgov.org

Operations

Cynthia Serrano

Operations Manager
817.392.2598
cynthia.serrano@fortworthgov.org

Marsha Anderson

Operations Supervisor
817.392.2537
marsha.anderson@fortworthgov.org

Rex Cox

Operations Supervisor
817.392.2596
rex.cox@fortworthgov.org

Event Coordinators

Jennifer LaCaze

Public Events Coordinator

817.392.2635

jennifer.lacaze@fortworthgov.org

Gina Castillo

Public Events Coordinator

817.392.2506

gina.castillo@fortworthgov.org

Amber Godard

Public Events Coordinator

817.392.2532

amber.godard@fortworthgov.org

Stephanie Butler

Public Events Coordinator

817.392.2524

stephanie.butler@fortworthgov.org

Vicki Mitchell

Public Events Coordinator

817.392.2568

vicki.mitchell@fortworthgov.org

Other Important Numbers

FWCC (During normal business hours)

Main Number 817.392.MEET (6338)

Toll Free 866.630.2588

www.fortworthconventioncenter.com

Manager-on-duty cell phone

817.269.8625



Frequently Asked Questions

Q. What is the mailing address for the Fort Worth Convention Center?

A. The FWCC mailing address is:

Fort Worth Convention Center
1201 Houston Street
Fort Worth, Texas 76102

Q When do I get an Event Coordinator?

A. The assignment of an Event Coordinator is made after receipt of a signed license agreement and initial building rental payment.

Q. Where can I hang my banner?

A. All banners and other items to be hung on the outside of the facility must be approved by FWCC Management. Please contact your Event Coordinator for more information.

Q. What services does the Fort Worth Convention Center provide?

A. The Fort Worth Convention Center can provide your event with items such as tables, chairs, staging and basic sound needs. Your Event Coordinator can give you the specifics on the Convention Center's capabilities.

Q. Will the Convention Center allow an outside catering company?

A. No, we have an exclusive catering and concessions company, Trinity Food & Beverage Services, Inc.

Q. Will the Convention Center allow an outside A/V company?

A. Yes.

Q. Will the Convention Center allow an outside data/telcom company?

A. No, we have an exclusive agreement with Smart City Networks.

Q. Will the Convention Center allow an outside electrical or utility company?

A. No, we have an exclusive agreement with Owens Service Company.



Scheduling & Rental Policies

1. Audio Visual

Any specialized A/V needs (screens, projectors, etc.) or requirements that can't be met with FWCC equipment may be obtained through J&S Audio Visual, the preferred A/V provider or any outside A/V vendor.

J & S Audio Visual
7435 Airport Freeway, Fort Worth, Texas 76118
817.735.0025 / Toll Free 800.213.3643 / 817.377.2419 Fax

2. Cancellations

Typically, if a cancellation occurs less than 12 months prior to the event, all payments you previously paid to the Fort Worth Convention Center are forfeited unless the event is re-booked within six months. If the payments do not equal the minimum building rental, the balance shall become due at the time of cancellation. Please check your license agreement for the exact language concerning cancellation for your event.

3. Catering/Concessions

Trinity Food & Beverage Services, Inc. is the exclusive caterer/concessionaire for the FWCC.

Trinity Food & Beverage Services, Inc.
1201 Houston St
Fort Worth, Texas 76102
Phone: 817.392.2881 / Fax: 817.392.2745

4. Credit Cards

FWCC accepts credit cards as payment for services and building rental.
(Visa, MasterCard, American Express and Discover)

5. Electricity

Owens Service Company is the exclusive provider of electrical, air and water services at the FWCC. All orders should be sent directly to Owens Service Company on the approved order form(s). Forms are available by contacting Owens Service Company or the FWCC. All fees incurred are your responsibility and must be paid directly to Owens Service Company.

Owens Service Company
P.O. Box 689, Kemp, TX 75143
Phone: 903.498.7635 / Fax: 903.498.3699

6. Insurance

For any event occupying space in the FWCC, you must provide insurance in the amount of \$1,000,000 combined single limit per occurrence. You must supply the FWCC with a certificate of insurance naming the *City of Fort Worth; its officers, agents and employees* as additional insured.

You may not occupy the FWCC or engage in any activity contemplated by the license agreement at any time until all insurance requirements have been satisfied and a copy of the certificate of insurance is on file.

7. Tables & Chairs

The rental of a meeting room or the ballroom includes the original set up of tables and chairs. Any changeovers or requests to move the original set up of tables and chairs will incur additional charges at the rate in effect at the time of your event.

The rental of an exhibit hall or the arena does not include tables and chairs. Tables and chairs are available at the rate in effect at the time of your event. Use of the permanent seating in the Arena is included in your rental fee unless you will be renting the arena floor only.

8. Move-in/Move-out

Minimal lighting, along with minimal heating and air conditioning will be provided for the move-in/move-out of your event.

9. Payments

Please call the Sales and Scheduling Department at the FWCC toll free 866.630.2588 or 817.392.MEET (6338), for the payment policies that apply to your type of event.

10. Rental Day

A “rental day” as defined by the FWCC begins at 7 am and ends by 12 midnight. Additional charges for each hour or portion of an hour will be added to the final invoice.

11. Rental Rates

Please call the Sales and Scheduling Department at the FWCC, toll free 866.630.2588 or 817.392.MEET (6338), for the current published rental rates.

12. Reservations

The Sales and Scheduling Department is responsible for all bookings and reservations for events within an 18-month period. Beyond 18 months, the Fort Worth Convention and Visitors Bureau (toll free 800.433.5747 or 817.336.8791) coordinates all reservations with the approval of FWCC management.

All space and equipment in the FWCC are subject to availability.

13. Security

Your organization, at its sole cost and expense, shall pay for security personnel in such a number and manner as required by your Event Coordinator and FWCC Management.

OVERNIGHT SECURITY: You will be responsible for supplying **one (1) overnight police officer if you plan on leaving any** property, goods or effects belonging to your event overnight, **including move-in and move-out.** You will assume full responsibility for the safety and security of property belonging to your event while the same is on City's property. In addition, if any vehicles or items which contain any flammable liquids, or fuels, are left overnight in the Center, same shall be attended at all such times by security personnel furnished by you and approved by the Fort Worth Convention Center Management. The costs must be paid directly to the security officers.

The FWCC is a city-owned and operated facility. It is a facility requirement that off-duty Fort Worth Police Officers provide the event security at the FWCC.

All off-duty FWPD officers are contracted and paid directly by you at the prevailing rate. (Each officer must be paid individually.)

Your Event Coordinator and FWCC Management will determine the exact number of FWPD Officers required. Your Event Coordinator will make arrangements for the officers through the appropriate FWPD officials.



Rules and Regulations

1. Access for People with Disabilities

You are responsible for complying with the Americans with Disabilities Act (ADA) of 1990. You must ensure that all activities comply with the ADA for the entire term of the license agreement.

Special Considerations for Persons with Disabilities:

- Persons with disabilities should be stationed as near to exits as is possible.
- Develop a buddy system to ensure that persons with disabilities are alerted to emergencies and have assistance in evacuations. Designate alternates to serve in the absence of the regularly assigned “buddy.”
- Document the location of people with disabilities.
- Identify safe areas where those with disabilities may be moved if it is impossible to evacuate.
- Ensure that employees, contractors and/or guests are aware that it may take several physically strong people to move a wheelchair user down a stairwell or escalator.
- All employees, contractors and/or guests in the area must be familiar with the evacuation plan to ensure evacuation proceeds quickly but safely.

Considerations for the Visually Impaired:

- Visually impaired visitors unfamiliar with the building will need assistance and should be planned for. Event plans should include assistance for visually impaired visitors unfamiliar with the facility.
- Molding, tape, or tactile material along exits can serve as directional “feelers”.

2. Advertising

All advertising of events at which an admission is charged must state the total admission price. You may not advertise any event until a license agreement with the FWCC has been fully executed.

3. Alcoholic Beverages

Alcoholic beverages may be served within the FWCC as appropriate. **ALL** alcoholic beverage service at the FWCC must be handled through Trinity Food & Beverage Services, Inc., holder of the appropriate alcoholic beverage permits. No alcoholic beverages may be brought in or removed from the FWCC. No donated alcoholic beverages are allowed in the FWCC.

At any event serving alcohol, at least one (1) off-duty Fort Worth Police Officer must be present.

Your Event Coordinator and FWCC Management will determine the exact number of FWPD officers required. Your Event Coordinator will make arrangements for the officers.

4. Ancillary Costs Estimate

Upon request, you can be provided with an estimate of the ancillary costs associated with your event. This is only an estimate. Additional charges may be accrued prior to the end of the event and will be due at the conclusion of the event unless prior arrangements have been made.

5. Animals

With the exception of specially-trained assistance animals and animals that are a part of a contracted event, animals are not allowed in FWCC facilities.

In contracted events that include live animals, there are several policies that must be followed in order to ensure the safety of the animals, the public and FWCC staff. Before live animals can be housed in the FWCC, a request must be received in writing stating the type of animals and how they will be utilized in the event.

Once approved, the following procedures must be followed:

- a. Animals must be confined to a specific area by means of a pen, stall, fence, cage, collar or harness.
- b. Animals must be attended and held in such a manner that they do not present a danger to the public or themselves. Hoofed animals have a tendency to slip on smooth concrete, therefore rubber matting or some type of bedding material must be used. All bedding material is subject to Fire Marshal approval. (Carpet runners should be used to walk animals to and from penned area.)
- c. The animal handler must remain with the animal(s) the entire time the animal(s) are in the facility.
- d. Provisions must be made for the sanitary disposal of animal waste. No animal waste may be disposed of in FWCC trash receptacles. The animal handler is responsible for the removal of animal waste from the facility daily.

6. Audio/Visual

FWCC may provide one (1) wired microphone per meeting room or ballroom at no charge, subject to availability. Additional microphones may be available and may require a sound mixer or FWCC stagehand. The cost of additional microphones and a mixer, plus labor, will be charged to the client's account at the rate in effect at the time of your event. A FWCC stagehand must be on duty for all hours of an event where FWCC sound systems are used. Labor charges and/or overtime charges will apply.

Any specialized A/V needs (screens, projectors, multiple microphones, etc.) or requirements that cannot be met with FWCC equipment may be obtained through J & S Audio Visual, the preferred A/V provider or an outside A/V vendor. All equipment set-ups for an event by any A/V provider are subject to Fire Marshal approval.

J & S Audio Visual
7435 Airport Freeway, Fort Worth, Texas 76118
817.735.0025 / Toll Free 800.213.3643 / 817.377.2419 Fax

7. Automobiles

Vehicles may be driven into the Exhibit Hall as a part of an **APPROVED** move-in/move-out process. These vehicles can stay in the building for a short time allowing the exhibitors and contractors time to unload equipment and exhibits. ***Vehicle parking in the building at any time is prohibited.***

Any time vehicles are in the building as a part of a move-in/move-out process, a minimum of one (1) off-duty FWPD officer is required at each move-in/move-out drive through door. ***Your Event Coordinator and FWCC Management will determine the exact number of FWPD officers required.*** Your Event Coordinator will make arrangements for the officers.

Vehicles may be displayed in the Exhibit Halls with prior approval of FWCC Management and the Fire Marshal. Vehicles on display must comply with **ALL** City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department staff are the financial responsibility of the Lessee. Your Event Coordinator will help you make arrangements for the permits and officers through the appropriate City and/or FWFD officials. Vehicles parked on the loading docks may be towed at the owner's expense.

8. Badge Checkers

Badge Checkers may be hired from local vendors.

Your Event Coordinator can provide you with a list of local vendors.

Your Event Coordinator and FWCC Management will help you determine the exact number of Badge Checkers that may be required.

Any fees for this service are the responsibility of the Lessee and should be paid directly to the contracted vendors.

Badge Checkers are not considered security.

9. Balloons

Helium-filled balloons are not allowed in any part of the FWCC either for display, decoration, give away or for sale. For decoration purposes, **AIR-FILLED** balloons may be used. You are responsible for informing exhibitors/contractors of this policy. The FWCC reserves the right to remove any **HELIUM-FILLED** balloons at your expense. Any cost incurred by FWCC for removal of helium balloons will be charged back to you at the prevailing rate in effect at the time of your event.

10. Ballroom Requirements

- **Exhibits in Ballroom:** Tabletop exhibits only are allowed in the Ballroom. (Electricity for exhibits is limited and must be arranged for through Owens Service Company the exclusive electrical service provider for the FWCC.)
- **Rigging:** J & S Audio Visual is the exclusive rigging provider for the FWCC Ballroom.
- **Dance Floor:** Wood grain laminate finish. Each panel is a 4' x 4' square, **additional charges will apply for use of the dance floor.** (*see Dance Floor on page 13 for capacities*)
- The rental of the Ballroom includes the original set up of tables and chairs, one (1) wired microphone and a lectern.

11. Banners

Event-related banners may be hung from various internal and external surfaces of the facility with prior written approval. Only qualified, approved personnel will be allowed to hang any banner in or around the FWCC. Please make all banner arrangements through your Event Coordinator.

Only approved decorators or J & S Audio Visual are allowed to hang banners from pipes in the meeting rooms or other areas in the hallway and only if they use the appropriate hardware (clips). Approved decorators and J & S Audio Visual can also hang banners from ceiling tile grids. J&S Audio Visual has the exclusive rights to hanging banners from the ballroom ceiling.

12. Birdseed *See Confetti on page 18*

13. Booth Furnishings

Your decorating contractor will provide booth furnishings such as tables, chairs, and wastebaskets. FWCC equipment, including tables and chairs, are not provided for exhibitors use.

14. Box Office

The FWCC has a box office available for all ticketed arena events.

Contact your Event Coordinator for a list of box office vendors to provide box office services for ticketed events.

15. Building Access

By entering or leaving the FWCC, all persons and/or vehicles consent to a physical search. All persons carrying briefcases, purses, packages or any other objects or items consent to inspection while on premises.

For security purposes, FWCC Management reserves the right to require all event staff, exhibitors, vendors, as well as attendees to wear some type of identification at all times while in the facility. Any additional security staff required will be your financial responsibility.

16. Candles

The Fire Code and the Fire Marshal's office strictly regulate the use of candles in an assembly area such as the FWCC. Any use of candles must receive approval from the Fire Marshal and meet all Fire Code requirements.

- a. A permit is required to use candles in connection with assembly areas. Your Event Coordinator can assist with obtaining a permit.
- b. All candles must be self-extinguishing. The candle must be placed in an approved container that will right itself after being tilted to a 45 degree angle.
- c. There must be a minimum of two (2) inches from the top of the flame to any combustible material that might be placed near the top of the holder.

Your Event Coordinator can assist with contacting the Fire Marshal's office with specific questions regarding the use of candles.

17. Carpet Tape

If you contract for carpet to be installed as a part of your event, it is the responsibility of you and your carpet contractor to remove all tape and tape residue from floors during the final move-out of the event. If this is not done, you will be invoiced for the labor required to remove the tape and tape residue.

If the removal of tape from a finished floor damages the finish, you will be invoiced for the expense to return the floor to its original finish.

18. Cascarones (Confetti Eggs) *See Confetti on page 18*

19. Catering

Trinity Food & Beverage Services, Inc. is the FWCC's exclusive caterer/concessionaire.

Trinity Food & Beverage Services, Inc.
1201 Houston St
Fort Worth, Texas 76102
Phone: 817.392.2881 / Fax: 817.392.2745

20. Changeovers / Original Set Up

Any changeovers to the original set ups will be invoiced to you at the rate in effect at the time of your event.

*An original set up in the Meeting Rooms includes tables and chairs, one (1) wired microphone (in rooms with sound capabilities), lectern, and a basic 6' x 8' stage.

*An original set up in the Ballroom includes tables and chairs, one (1) wired microphone and lectern.

*Tables, chairs and staging for the Exhibit Halls and the Arena are an additional charge.

21. Communications Service Provider

Smart City Networks is the exclusive provider of voice and data services at the FWCC. All voice, data, Internet, other communication service questions and orders should be sent directly to Smart City Networks at the address below:

Smart City Networks
650 S. Griffin Street
Dallas, Texas 75202
214.853.8900
214.853.8901 Fax
www.smartcitynetworks.com

22. Compressed Air Service Provider

Owens Service Company is the exclusive provider for all your air distribution needs at the FWCC. Compressed Air is available in Exhibit Halls A-F only.

Owens Service Company
P.O. Box 689, Kemp, TX 75143
Phone: 903.498.7635 / Fax: 903.498.3699

23. Concessions

Trinity Food & Beverage Services, Inc. is the exclusive concessionaire for the Fort Worth Convention Center. They must provide all food and beverage concession sales during your event.

Trinity Food & Beverage Services, Inc.
1201 Houston St
Fort Worth, Texas 76102
Phone: 817.392.2881 / Fax: 817.392.2745

Note: ALL alcoholic beverage service must be through Trinity Food & Beverage Services, Inc., holder of the appropriate alcoholic beverage permits.

24. Confetti

Glitter, birdseed and/or confetti of any type are not allowed without prior written approval of FWCC Management. ***Additional charges will apply for cleanup.***

25. Copyright Fees

ASCAP, BMI, SESAC or any other copyright fees applicable to any event are your sole responsibility. You must make payment of any copyright fees directly to the applicable copyright agency.

26. Crate Storage

Your decorator services contractor will provide crate storage. **Only areas you have contracted may be used to store boxes and other equipment.**

Storage areas must comply with **ALL** City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department staff that might be required are your financial responsibility.

You must make prior arrangements with your Event Coordinator regarding pre-authorization for crate storage. FWCC cannot accept early deliveries, including large advanced freight, more than one (1) day prior to the first contracted date. (*See Deliveries on page 20.*)

The FWCC is in no way responsible for theft or damage to crates or other equipment stored inside or outside the building.

27. Credit Cards

FWCC accepts credit cards as payment for services and building rental.
(Visa, MasterCard, American Express and Discover)

28. Damages

You shall defend, indemnify, and hold the City of Fort Worth harmless from all losses, costs and expenses arising out of any liability or claim of liability, for injury to persons, or damage to property claimed to have been sustained by reason of any act or omission of you or any of your officers, agents, employees, guests, patrons, or invitees, and you shall pay and be liable for any injury to persons and damage to property of the City, or loss or theft of such property, done or caused by such persons.

29. Dance Floor

Description: Starlight Dance Floor with wood grain laminate finish.

Largest Dance Floor available:

(One) 40' x 40' 100 pieces Max = 230 people

When separating the floor into two sections – largest possible is:

(Two) 24' x 32' 48 pieces Max = 110 people

# OF PEOPLE	SIZE	# OF PANELS
228 (176 – 225+)	40' x 40'	100
185 (151 – 175)	36' x 36'	81
146 (101 – 150)	32' x 32'	64
112 (81 – 100)	28' x 28'	49
82 (61 – 80)	24' x 24'	36
57 (1 – 60)	20' x 20'	25

Each dance floor section is 4' x 4'

30. Dances

Off-duty Fort Worth Police officers are required for all school dances (high school, college, etc).

Your Event Coordinator and FWCC Management will determine the exact number of FWPD officers required. Your Event Coordinator will make arrangements for the officers.

31. Decals *See Stickers/Tape on page 31*

32. Decorations/Signage

Decorations, signs, banners, streamers, etc, may not be taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface, wall or door of the FWCC.

Your Event Coordinator must approve any special decorations or signs. Under no circumstances are **HELIUM BALLOONS** or **ADHESIVE BACK DECALS** to be given away or permitted to be used in FWCC. Any cost incurred by the FWCC from the use or removal of these items will be charged back to you at the prevailing rate in effect at the time of your event.

33. Deliveries

The FWCC will not accept deliveries for exhibitors. The FWCC may accept **limited** deliveries for **you** with prior written approval from your Event Coordinator. (*See Crate Storage on page 18*)

The FWCC will not accept any deliveries prior to contracted move-in date without prior written approval of your Event Coordinator. Should approval be granted, deliveries should be addressed to the following:

Event Name
 Attention Door #6 on Commerce St.
 C/O Fort Worth Convention Center
Name of Event Coordinator
 1201 Houston Street
 Fort Worth, Texas 76102

Non-approved deliveries will not be accepted. No COD deliveries will be accepted by the FWCC.

34. Docks *See Loading Docks on page 26*

35. Door Guards

Qualified door guards from a vendor must be used at all ticketed and controlled access events. Your Event Coordinator can provide you with a list of local vendors. ***Your Event Coordinator and FWCC Management will help you determine the exact number of door guards required.***

Any fees incurred are your responsibility and should be paid directly to the contracted vendor.

Door guards are not considered security.

36. Draping

All drapes and table skirts must be constructed from flame-retardant material. Proof, such as a certificate or label, may be required. Draping cannot compromise designated fire exits and may be subject to Fire Marshal approval. NO decorative material shall be hung from overhead beams, columns, handrails, utility pipes, interior or exterior walls or doors without prior written approval from the FWCC and your Event Coordinator. Items attached without approval will be removed and labor charges applied to your final invoice.

37. Drilling

Holes may not be drilled into any surface at the FWCC.

38. Drayage

The FWCC will not accept freight shipments for exhibitors. All freight must be consigned prepaid or billed to the event representatives or contracted drayage company or delivered directly to the event representatives or contracted drayage company during the event.

FWCC may accept **limited** freight for **you** (not exhibitors) with prior written approval from your Event Coordinator. NO freight or shipments will be accepted without written approval. NO freight or shipments will be accepted more than one week prior to the event.

39. Electricity

FWCC does not provide electricity or electrical distribution services to you or your exhibitors. **Owens Service Company** has an exclusive agreement with the FWCC to provide electrical services required to power the event.

Owens Service Company
P.O. Box 689, Kemp, TX 75143
Phone: 903.498.7635 / Fax: 903.498.3699

It is your responsibility to make all arrangements for electrical service. All fees incurred are your responsibility and should be paid directly to Owens Service Company. Discount rate applies to one week prior to show set up. Any and all cancellations must be made 48 hours in advance of the show set up. Exhibitors requiring twenty-four (24) hour service or clean/dedicated lines will be charged an additional fee per line. Prices include bringing circuits to the rear of exhibit booth.

40. Elevators

The FWCC is equipped with adequate passenger and freight elevators to access all areas of the facility. Under no circumstances shall freight be moved in a passenger elevator or on an escalator.

41. Emergency Medical Technician (EMT's)

Many public and ticketed events will require an EMT on site (All arena events require an EMT.)

FWCC uses off-duty Fort Worth firefighters for their EMT services. All payments for this service are made by you and made directly to the individual EMT.

Your Event Coordinator and FWCC management will determine the exact number of FWFD firefighters required. Your Event Coordinator will make arrangements for the EMT's.

42. Event Personnel

Rental fees do not include the cost of FWCC stagehands, off-duty FWPD police officers, EMT's, door guards, ushers, ticket-takers or any other personnel required for your event. All of these services must be hired as needed (or required) and paid directly by you.

43. Exterior Doors

Exterior doors shall not be propped open for any reason. Automatic closing devices or panic hardware may not be removed from any door in the FWCC.

44. Fire Marshal

Your Event Coordinator will assist you in communicating with the Fire Marshal to determine if any special arrangements should be made for the contracted event.

The Fire Marshal or designee, depending on the show, display, activity or event, may require you to contract for at least one (1) Fire Marshal to be present during show/event hours. Any fees incurred are your responsibility. The event will be invoiced and may submit payments by check. (It is not necessary to pay each individual Fire Marshal separately.)

The Fire Marshal and City of Fort Worth Building Officials must approve all exhibit layouts.
See Floor Plans below.

The Fire Marshal reserves the right to perform an inspection of an event at any time.

***The Fire Marshal has the authority to close the event
for code violations or safety reasons.***

45. Floors

You must provide drip pans and scrap buckets for any type of operating machinery or materials of any kind being displayed, demonstrated, or sampled to prevent lubricants, paints, liquids, etc. from staining or damaging the floor and/or causing a slip hazard. (This includes cleaning materials used at car shows held over concrete in the Exhibit Halls.)

46. Floor Plans

An exhibit floor plan, drawn to scale, must be submitted to your FWCC Event Coordinator no less than 90 days prior to the event. The Fire Marshal and the City of Fort Worth Building Officials must approve all exhibit floor plans prior to distribution of printed floor plans to exhibitors.

Floor plans must comply with all City Fire Codes as well as FWCC policies.

Drapes or displays shall not obstruct any exits, exit signs, or fire hose cabinets.

FWCC staff will try to accommodate any changes in the floor plans or set-ups. Any changes less than 72 hours prior to the event may incur additional labor charges.

47. Food & Beverage

Trinity Food & Beverage Services, Inc. is the exclusive caterer and concessionaire for the FWCC.

**Trinity Food & Beverage Services, Inc.
1201 Houston St
Fort Worth, Texas 76102
Phone: 817.392.2881 / Fax: 817.392.2745**

48. Food Shows

You are responsible for obtaining any health permits required for food shows from the Consumer Health Division, Code Compliance Department of the City of Fort Worth.

Your event must also comply with **ALL** City of Fort Worth Fire Codes and Regulations. Any additional permits and/or Fire Department staff are your financial responsibility. Your Event Coordinator will help you make arrangements for the permits and officers through the appropriate City and/or FWFD officials.

You are responsible for contacting an outside vendor and making arrangements for grease collection and removal.

49. Free Items

Exhibitors may give away free items to event attendees, with the exception of items such as firearms, other weapons, helium-filled balloons, stickers or decals. Food and beverage sample items are restricted as follows:

- Exhibitors may provide “**bite size**” food samples of their **individual company brand name products**. Approved sample sizes are **three (3) ounces** or less.
- The serving of generic products (i.e. frozen yogurt, ice cream, popcorn, cookies, coffee, bottled water, etc.) by exhibitors for the purpose of drawing attention to their booth is permitted only when the product being served is purchased from the exclusive caterer and concessionaire.
- If an exhibitor wants to attract attendees to his/her booth by giving away fresh popcorn, the machine and the popcorn product must be obtained from the exclusive caterer and concessionaire. Exhibitors are permitted to provide and use their own serving vessels (buckets, tubs, bags) to serve the popcorn. Often times, an exhibitor will provide serving vessels with their logo on them.
- All claims by an exhibitor that the generic product they wish to provide is not offered by the exclusive caterer and concessionaire must be verified with the exclusive caterer and concessionaire. If it is determined that a product is not available through the concessionaire, the Assistant Director of Public Events will determine whether or not to allow the exhibitor to provide and serve the product.
- Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
- Samples of **non-alcoholic beverages** may be distributed on site only under the following conditions:
 - Samples are served for “on the spot consumption.”
 - Samples sizes are **three (3) ounces** or less.
 - The product is the **brand name of the exhibitor or is distributed by the exhibitor**.
- Service of any alcoholic beverage must be arranged through the exclusive in-house caterer and concessionaire.
- Arrangements for the receiving and storing of products approved for sampling must be coordinated through the exclusive in-house concessionaire.
- Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Assistant Director of Public Events. The request must contain the name of the exhibitor(s) or sponsor(s), and the product(s) to be served (bottled water, candy, cookies, popcorn, yogurt, soda, coffee, etc.).

50. Freight

The FWCC will not accept freight shipments for exhibitors. All freight must be consigned prepaid or billed to the event representatives, or contracted drayage company, or delivered directly to the event representatives or contracted drayage company during the event.

FWCC will accept **limited** freight for **you** (not exhibitors) with prior written approval of your Event Coordinator. **NO freight or shipments will be accepted without written approval more than one day prior to the event.**

51. FWCC Staff

All FWCC employees wear their City of Fort Worth identification while working on FWCC property. With your Event Coordinator's approval, you may request additional identification for FWCC staff entering certain areas of your event. (backstage passes, show credentials, etc.)

Properly identified FWCC personnel have access to all areas of the facility. However, for security reasons, you can restrict access for certain FWCC personnel with the approval of your Event Coordinator.

FWCC Management and your Event Coordinators have the right to access all areas of the FWCC at any time.

52. Garbage

See Trash Removal on page 32

53. Garden Displays

Displays containing soil, humus, or similar materials must use a protective layer/coating of plastic or visquine to protect the floor and all FWCC equipment. Some type of curbing must be used to retain loose materials and to prevent leaks and water seepage. Special care must be taken when water displays are used in close proximity to electrical outlets.

54. General Services

The FWCC provides, at no additional cost to you, general room lighting, air conditioning, or heating during meeting/show hours. The FWCC will also provide general cleaning in the public areas, maintenance of the restrooms and the facility trash receptacles. (Catering and decorator waste are not included.)

The FWCC will provide minimum lighting and HVAC for move-in and move-out.

You will be responsible for any extra labor charges or charges for specialized services.

55. Give-Aways

See Free Items on page 23

56. Glitter

Glitter, birdseed and/or confetti of any type are not allowed without prior approval of FWCC Management. ***Additional charges will apply for cleanup.***

57. Golf Carts/Scooters

Golf carts or scooters are permitted in the Exhibit Hall for move-in/move-out with prior approval of your Event Coordinator. Absolutely no vehicles of any type are allowed in the Ballroom, adjacent hallways or any other carpeted area.

58. Insurance

You cannot occupy the FWCC or engage in any activity contemplated by the license agreement at any time until all insurance requirements have been satisfied and a copy of the certificate of insurance is on file with the FWCC.

59. Internet Service *See Communications Service Provider on page 17*

60. Keys

Keys are available for certain office spaces, meeting rooms, and Arena tunnel rooms in the FWCC. There will be a fee charged for any keys signed out and not returned.

Under no circumstances may keys be duplicated. For security reasons, keys to exterior doors will not be issued.

61. License/Permits/Taxes

You will be responsible for acquiring and paying the cost of any and all licenses, permits, and taxes required by the authorities having jurisdiction over the FWCC, you or a specific activity.

62. Lighting

The FWCC will provide minimum lighting for move-in and move-out.

Other than general lighting, the FWCC does not provide any type of special lighting for the Arena, Exhibit Hall, Ballroom or meeting rooms. After approval from your Event Coordinator, you may contact an approved outside lighting contractor. All costs associated with the special lighting are your responsibility. Approved and qualified personnel must perform the operation and the rigging of special lighting. **J & S Audio Visual must provide all rigging in the Ballroom.**

J & S Audio Visual
7435 Airport Freeway, Fort Worth, Texas 76118
817.735.0025 / Toll Free 800.213.3643 / 817.377.2419 Fax

63. Literature/Handouts/Leaflets

The distribution of any printed material on the FWCC property must have prior written approval by FWCC Management and your Event Coordinator. A fee to clean up litter created by such a distribution may be charged.

Any brochures, papers, manuals or other similar products left behind after the move-out period will be recycled or thrown away.

64. Loading Docks and Over Head Doors

FWCC loading docks are for the use of exhibitors, decorators and show contractors during move-in/move-out. At least one (1) off-duty Fort Worth Police officer per overhead door used is required to oversee traffic flow around the loading dock areas during move-in/move-out.

All exhibitor loading must occur from the East side of the building through the loading doors. **No** loading is allowed through any lobby areas i.e.: Southeast Commerce Street, Houston Street, or FWCC Events Plaza entrances.

The loading docks adjacent to Door #1, must be shared by facility users accessing Exhibit Hall A and Ballroom/Second Level Meeting Rooms. Specific usage must be coordinated in advance of event.

Your Event Coordinator and FWCC Management will determine the exact number of FWPD officers required. Your Event Coordinator will make arrangements for the officers through the appropriate FWPD officials. All off-duty FWPD officers are contracted and paid directly by you at the prevailing rate. (Each officer must be paid individually.)

All unauthorized vehicles left in the dock area will be towed at the owner's expense.

65. Message Facilities

Message routing for attendees and your staff is your responsibility. The FWCC operator will give basic information (dates and show times) and a telephone number you supply. The FWCC staff will do everything possible to make the event run smoothly; however, the FWCC staff is not responsible for forwarding messages.

66. Movable Walls

The movable walls in the FWCC and various meeting rooms are to be placed and removed by FWCC personnel **ONLY**.

67. Move-In/Move-out

The FWCC will provide minimum lighting and HVAC for move-in and move-out.

Exhibit Shows/Arena Events: At least one (1) off-duty Fort Worth Police officer is required at each utilized drive through door and to oversee traffic flow around the dock area during move-in/move-out.

Your Event Coordinator and FWCC Management will determine the exact number of FWPD officers required. Your Event Coordinator will then make arrangements for the officers through the appropriate FWPD officials. All off-duty FWPD officers are contracted and paid directly by you at the prevailing rate. (Each officer must be paid individually.)

No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. All vehicles not on display must be moved out of the building prior to the public being admitted.

The FWCC will not provide equipment such as forklifts, scissor lifts, carts, etc. for move-in/move-out.

68. Noise

It is your responsibility to control exhibitor's noise level within their respective booths so as not to disturb or disrupt other exhibitors/events or create a nuisance.

The FWCC has the right to monitor all noise levels to prevent disruption or nuisance to other exhibitors or events.

69. Novelties/Souvenirs

You may elect to sell event-related souvenirs, programs, novelties or merchandise during an event. All such sales shall have prior written approval of FWCC Management. Sales shall be administered in accordance with all FWCC policies.

You are responsible for providing all sales staff. Your Event Coordinator can provide you with a list of all approved novelty sales companies.

The FWCC Management must approve the number of points of sale and their locations. All points of sale must comply with the Fire Code and FWCC policies.

Based on the license agreement, you are responsible for all FWCC commissions and fees related to novelty sales. These fees must be paid directly to the FWCC at the event settlement.

You are responsible for acquiring and will pay the costs of any and all licenses, permits, and taxes required by the authorities having jurisdiction over the FWCC, you or a specific activity.

70. Office Services

Copying, faxing and typing services are not offered through the FWCC. Larger events that require office services should contract with an outside vendor to set up a service center within the rented space. Any cost associated with this type of service is your responsibility.

71. Painting

All painting is prohibited on FWCC premises.

72. Parking

The FWCC operates two (2) parking garages with a combined total of over 1,800 parking spaces. In addition to the FWCC Garages, there are numerous private surface parking lots and on street meter parking availability within a short distance.

The FWCC Commerce Street Garage is presently a **Cash Only Garage** and you must pay on entrance. The FWCC Commerce Street Garage is open for event parking only and is not available for overnight parking. This garage is located at 1301 Commerce Street, near the southeast entrance to the facility.

The FWCC Houston Street Garage is primarily a pay-on-exit garage but may be a pay-on-entrance garage for special events. The FWCC Houston Street Garage accepts cash or credit cards for payment. There are two (2) "pay-on-foot" stations located in the elevator lobby on the ground floor for your convenience or you may pay the attendant at the booth on exit during the hours the booths are attended.

No in-and-out (unless stated in license agreement).

The FWCC does not provide free parking areas for event attendees, exhibitors, contractors, or your staff. A limited number of parking passes may be issued as a part of the license agreement. All other necessary staff parking must be arranged through your Event Coordinator. Charges will be applied to any additional parking required. No parking on loading / truck docks.

Event attendees and exhibitors must utilize the public parking areas located around the FWCC.

No parking will be allowed on the apron area (concrete area) outside any FWCC entrance.

Any vehicle parked in a posted *NO PARKING* area or an unauthorized area will be subject to ticketing or towing at the owner's expense.

73. Permits *See License/Permits/Taxes on page 25*

74. Pets

With the exception of specially-trained assistance animals and animals that are a part of a contracted event, animals are not allowed in the FWCC facilities.

75. Plants

Plants are neither available nor provided through the FWCC. You may make arrangements, at your own expense, through an outside vendor or decorator.

76. Police Officers

Many events at FWCC require one (1) or more off-duty Fort Worth police officers. Functions such as events serving alcohol, certain events open to the public, school dances, move-in/move-out, etc. must utilize at least one (1) officer. Note: off-duty police officers are required when alcohol is served at an event.

The FWCC is a City of Fort Worth-owned and operated facility. It is a **facility requirement** that off-duty Fort Worth police officers provide the event security at the FWCC. With prior approval of your Event Coordinator, licensed, uniformed officers from other jurisdictions may be used to supplement (not replace) the required number of FWPDP officers. All off-duty FWPDP officers are contracted and paid directly by you at the prevailing rate. (Each officer must be paid individually.)

OVERNIGHT SECURITY: You will be responsible for supplying **one (1) overnight police officer if you plan on leaving any** property, goods or effects belonging to your event overnight, **including move-in and move-out.** You will assume full responsibility for the safety and security of property belonging to your event while the same is on City's property. In addition, if any vehicles or items which contain any flammable liquids, or fuels, are left overnight in the Center, same shall be attended at all such times by security personnel furnished by you and approved by the Fort Worth Convention Center Management. The costs must be paid directly to the security officers.

Your Event Coordinator and FWCC Management will determine the exact number of FWPDP officers required. Your Event Coordinator will make arrangements for the officers through the appropriate FWPDP officials.

77. Posters/Signage

Posters and signage are to be mounted on easels or individual sign holders.

All signage must be of a machine printed nature and meet the approval of your Event Coordinator and FWCC Management.

Signage may not be taped, nailed or otherwise fastened to any ceiling, window, FWCC equipment, painted surface, walls or doors of the FWCC.

At move-out, you or your service contractor must remove all signage. Any cost incurred by the FWCC from the use of or removal of these items will be charged back to you at the prevailing rate.

78. Propane *See Flammable Materials, Compressed Gases & Explosives on page 37*

79. Pyrotechnic Special Effects

Pyrotechnic displays of any type are not allowed without a permit and approval from the Fort Worth Fire Marshal. Your Event Coordinator can assist with contacting the appropriate officials to obtain a permit.

Pyrotechnic displays will require the presence of at least one standby Fort Worth Fire Marshal. Any fees incurred are your responsibility.

The Fort Worth Fire Marshal reserves the right to request a test firing of the pyrotechnic display.

80. Registration

If available, reasonable space will be made available to you for registration purposes with the approval of FWCC Management, in consideration of other events in the building during the same period.

81. Rigging

When events require special rigging of lighting or sound, you must follow the FWCC policies on rigging.

Rigging in the Ballroom will require the use of the FWCC exclusive rigging provider, J & S Audio Visual. J & S Audio-Visual is the only company allowed to hang anything from the rigging points in the Ballroom. J & S Audio Visual is also the preferred audio / visual services provider. For Ballroom rigging or rigging questions, you may contact:

J & S Audio Visual
7435 Airport Freeway, Fort Worth, Texas 76118
817.735.0025 / Toll Free 800.213.3643 / 817.377.2419 Fax

Only approved rigging contractors, decorators, A/V or lighting companies may rig in the arena and Exhibit Halls. Discuss your needs with your assigned Event Coordinator.

82. Samples

Permission to distribute or dispense, without charge, any samples of food, beverages, refreshments, or sundries related to the event, must be arranged in advance. The FWCC Management reserves the right to regulate the size and type of samples.

See Free Items on page 23

83. Scooters

Scooters or golf carts are permitted in the Exhibit Hall for move-in/move-out with prior approval of your Event Coordinator. Absolutely no vehicles of any type are allowed in the Ballroom, adjacent hallways or other carpeted areas.

84. Service Contractors

The City has the following exclusive agreements for subcontractor services at the FWCC:

- a. Rigging in Ballroom – J&S Audio Visual
- b. Catering and Concessions – Trinity Food and Beverages, Inc.
- c. Alcohol Beverage Service – Trinity Food and Beverages, Inc.
- d. Communications, Telephone, Internet (wired and wireless) voice or data – Smart City Network
- e. Electrical, Water and Air Distribution – Owens Service Company

City reserves the right to enter into agreements for exclusive subcontractor services at the Fort Worth Convention Center at any time.

Payments to all of these companies are your responsibility.

85. Signage

See Poster/Signage on page 29

86. Skates and Skateboards

The FWCC prohibits the use of skates, skateboards and tennis shoe skates inside or outside of the facility.

87. Skirted Tables

The FWCC may provide, subject to availability, a skirted 8' head table and one (1) registration table for small shows and meetings that do not have a decorator. Due to the limited number and color, you should contact your Event Coordinator for availability. Extra charges will apply to skirted tables.

For events with a decorator, the service contractor must provide all skirts and tables.

88. Smoking Policy

The FWCC is non-smoking facility. Smoking anywhere inside the FWCC facility is strictly prohibited. Smoking is only permitted outside the facility at least 20 feet from any entrance.

89. Sound

The Arena, Exhibit Halls, most Meeting Rooms, and the Ballroom are equipped with sound equipment for lecture, the spoken word and some background music. These systems are not suitable for live performance. You or your outside A/V contractor may patch into the house sound under the supervision of a FWCC stagehand.

Any specialized sound requirements should be obtained through an outside vendor.

Relocating Equipment – Once house sound is set by FWCC, any relocation or adjustment of equipment must be done under supervision of FWCC stagehand.

90. Spray Paint *See Painting on page 27*

91. Stagehands—Union (International Alliance of Theatrical Stage Employees --IATSE)

You will be responsible for making all arrangements when your event requires the use of qualified, contracted stagehands. Your Event Coordinator can assist you in making contact with the appropriate IATSE Stagehand Liaison.

92. Staging

A small stage is included in the building rental for the initial set-up of the Meeting Rooms. Staging is not included in the rental of the exhibit hall, Arena or the Ballroom. Staging is available and will be invoiced at the conclusion of the event, at the prevailing rate in effect during the event.

- A 6'x8' stage is included in the building rental for each Meeting Room utilized.

93. Staples/Tacks/Nails

The use of nails, tacks, staples, or screws to attach any item to any surface of the FWCC is strictly prohibited. Holes may not be drilled into any interior or exterior surfaces of the FWCC.

94. Stickers/Tape

The use of stickers on any FWCC surface is strictly prohibited. An extra fee will be charged to your final invoice to remove any such adhesive material from FWCC property.

No double-faced tape may be used on any finished floor surface, Lobby area, carpeted area or lectern.

No tape may be used on any painted surface. When approved, only masking tape or decorator tape may be used in the FWCC.

Tape on Ballroom floor or carpet: Only gaffers tape, or the equivalent of, is allowed to be used on the Ballroom flooring. The Convention Center can sell roles of gaffers tape to you at \$20.00 to \$25.00/per role upon request.

95. Table Skirts

All table skirts and drapes must be constructed from flame retardant material. Proof such as a certificate or label is required.

96. Taxes *See License/Permits/Taxes on page 25*

97. Telephones

Smart City Networks is the exclusive provider of voice and data services at the FWCC. All voice/data or other communication service questions and orders should be sent directly to Smart City Networks.

Smart City Networks
650 S. Griffin Street, Dallas, Texas 75202
214.853.8900 / 214.853.8901 Fax
www.smartcitynetworks.com

98. Tickets

For all events that require ticket sales, it is a FWCC policy that you furnish all of the tickets. It is further required that all tickets be printed and purchased from a bonded ticket company, and a ticket manifest be provided to your Event Coordinator and FWCC management prior to tickets going on sale.

You are required to sell the tickets at the prices advertised and are responsible for all applicable state and local taxes.

Ask your Event Coordinator about ticket vendors that work in the FWCC.

99. Ticket-Takers

Qualified ticket-takers from an approved vendor must be used at all ticketed and controlled access events. Your Event Coordinator can provide you with local vendors.

Your Event Coordinator and FWCC Management will assist you in determining the exact number of ticket-takers required.

Any fees incurred are your responsibility and should be paid directly to the contracted vendor.

100. Trash Removal

You must make outside arrangements if there is a need for an open-top container during the event, including move-in/move-out, as a result of excessive debris such as stage sets, large exhibits, etc.

Trash pick up during an event will be performed as necessary from FWCC trash receptacles only. The FWCC will also empty exhibitor trash if it placed in the aisle.

FWCC staff will not enter an exhibitor booth at any time. Booth cleaning services must be coordinated through the decorating service contractor.

An extra fee may be charged for any extra trash clean up. Your Event Coordinator will add any extra labor charges required to the final invoice.

101. Truck Docks *See Loading Docks on page 26*

102. Ushers

Qualified ushers from a vendor must be used at all ticketed and controlled access events. Your Event Coordinator can provide you with local vendors.

Your Event Coordinator and FWCC Management will assist you in determining the exact number of ushers/ticket-takers required.

Any fees incurred are your responsibility and should be paid directly to the contracted vendor.

Ushers are not considered security.

103. Water

Water is available in Exhibit Halls A-F (West Hall). The FWCC has an exclusive agreement with Owens Service Company to provide all water needs to exhibitors. All fees incurred are your responsibility and should be paid directly to Owens Service Company.





FWCC Events Plaza

The FWCC Events Plaza is a 55,000-square-foot park-like area outside the South entrance of the Fort Worth Convention Center. The center of the FWCC Events Plaza is 8,500 square feet of flat, clear area capable of holding outdoor events.

Contact the FWCC Sales and Scheduling Department, toll free 866.630.2588 or 817.392.MEET (6338), to reserve the FWCC Events Plaza.

1. For an additional charge, the FWCC has a tent available for outside events. The white tent consists of three 20' x 60' sections. Each section can stand alone or can be combined with other sections to make a larger tent. (Maximum tent size is 60' x 60')

A 15' x 30' porte-cochere connecting the tent to the South Lobby is available at an additional charge.

A permit and Fire Marshal approval is required before a tent can be set up in the FWCC Events Plaza. Your Event Coordinator will help you make arrangements for the permits through the appropriate City and/or FWFD officials.

Tents from an outside vendor may also be brought into the FWCC Events Plaza. However, vendors (or clients) may not drill into the concrete pavers to install the tent.

There are four (4) 50-amp, one (1) 400-amp, and one (1) 200-amp power service, as well as several 110-amp convenience outlets available to clients in the FWCC Events Plaza. This power is only available to events scheduled through the FWCC Sales and Scheduling Department.

2. FWCC has a limited supply of tables and chairs that may be utilized in outdoor events held in the FWCC Events Plaza. Tables and chairs are not included in the rental fee for the FWCC Events Plaza. The rates in effect at the time of your event will apply for tables and chairs.
3. There are several restrictions regarding decorating the FWCC Events Plaza. Ask your Event Coordinator for specifics.
4. In order to protect the trees, you may not install twinkle lights on the FWCC Events Plaza trees.
5. Birdseed can be used in the FWCC Events Plaza. However, due to the cleanup required, additional charges will apply.



Fire Regulations

The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the City of Fort Worth Fire Code. It does however provide the basic rules governing exhibits in any building open to the public for entertainment, information and/or merchandising purposes.

The Fire Marshal reserves the right to shut down any event summarily for code violations or safety purposes

1) General Regulations

- a) Exhibitors, contractors, Licensee and staff, along with all other event personnel shall comply with all federal, state and municipal fire codes which apply to places of public assembly.
- b) The width of all aisles at trade shows must be in compliance with the City of Fort Worth Fire Code. The width of the aisles will have an effect on the Maximum Occupancy Load set by the City of Fort Worth building officials. The aisles must remain unobstructed at all times.

Your Event Coordinator can assist you in contacting the appropriate officials with specific questions regarding aisle widths.

- c) Fire-fighting and emergency equipment must not be blocked or obstructed under any circumstances. All fire hoses, extinguisher cabinets, and pull boxes must be visible at all times. Exhibit booths must not block fire-fighting equipment or emergency exits.
- d) The FWCC is a NON-SMOKING facility under City Ordinance 13009. Violators can be assessed fines of up to \$500.
- e) Storage of crates not being used or freight not being used or displayed must be arranged with your Event Coordinator and approved by the Fire Marshal.
- f) Exit sign illumination shall be provided and maintained at all times.
- g) The Fire Marshal or designee, depending on the show, display, activity or event, may require you to contract at least one (1) Fire Inspector to be present during show hours or during rehearsals and other activities related to the show.
- h) If any show, performance or event utilizes lasers, the laser technician must be licensed by the State of Texas.

2) Booth Construction, Decorations and Stage Scenery

- a) All decorative and construction materials must be non-combustible, flame-resistive or treated with a flame retardant solution.
- b) All curtains, drapes, carpets and decorative materials must be made with non-combustive or flame-resistive material.
- c) Any merchandise or materials attached to drapes or table skirts must be of non-combustive or flame-resistive material or approved by the Fire Marshal.

3) Enclosed and Multiple Story Booths

- a) All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside of the enclosed area.
- b) All multiple story booths must have at least two clearly marked exits. (The Fire Marshal may require more depending on the size of the structure.)
- c) The travel distance inside a booth or exhibit enclosure may not be more than 50 feet.
- d) Multiple story booth plans must be submitted to the Fire Marshal for approval. The plan must specify the maximum number of occupants, and have a structural engineer's stamp certifying that the structure can bear the maximum occupant load.
- e) Multiple story booths must contain at least one 10 lb. ABC fire extinguisher per floor. (The Fire Marshal may require more depending on the size of the structure.)
- f) No combustible materials will be allowed inside booths in which the roof or ceiling of that booth creates an obstruction to the fire sprinkler system.

4) Exits and Exit Access (Ingress/Egress)

- a) All fire exits and aisles serving any area of the building must remain unobstructed and unlocked at all times.

No signs or banners shall be placed on or in front of the door that will affect the door's operation in any way.

No sign shall be placed on any exit that will give the impression that the exit is not fully operational.

- b) No curtains, drapes, or banners shall be hung in a manner that will obstruct the view of any exit sign.
- c) NO decorations, furnishings, or other objects may be placed in a manner that will obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in a manner that might confuse the direction of the exit.

5) Flammable Materials, Compressed Gases and Explosives

- a) The following items are not allowed in the FWCC
 - i) Use, display, or storage of LPG (propane or butane)
 - ii) Flammable liquids or gas
 - iii) Bar-B-Q grills
 - iv) Salamander stoves
 - v) Helium-filled balloons

- b) The following items may not be used without prior approval from the Fire Marshal:
 - i) Candles or open flames
 - ii) Straw, sawdust or wood shavings
 - iii) Welding or cutting equipment
 - iv) Pyrotechnic special effects of any type are not allowed without a permit and approval from the Fort Worth Fire Department Arson and Bomb Unit. Any representative of the Arson and Bomb Unit has the right to request a test firing of the pyrotechnic display

6) Open Flames

- a) The following items may not be used without the appropriate permit and approval from the Fire Marshal:
 - i) Lit candles and lanterns for demonstration purposes.
 - ii) The use of open flames, burning or smoke-emitting materials as a part of an act, display or show is prohibited unless approved by the Fire Marshal in advance.

7) Cooking and Cooking Appliances

- a) Cooking in the FWCC is permitted on a limited basis with prior approval of the Fire Marshal.
- b) Cooking appliances must be placed on a non-combustible surface and may not be located within two feet of any combustible material.
- c) All cooking using grease or oils require a splatter shield or lid.

8) Electrical Equipment

- a) Electrical equipment must be installed, operated and maintained in a manner, which does not create a hazard to life or property. Electrical work must comply with all applicable city, state and national codes.
- b) All extension cords extending across an aisle or on the path of travel must be taped down and marked to avoid tripping anyone walking across or through the area.

9) Vehicles

- a) The following are the requirements for displaying vehicles and fuel powered engines.
 - i) No more than 1/4 of a tank of fuel (5 gallons) or minimum of amount needed for driving in, positioning, and driving out of the exhibit hall.
 - ii) Fuel tank cap must either be locked or sealed by tape.
 - iii) Battery cables disconnected.
 - iv) Floor plan of the display area must be submitted to the Fire Marshal for approval.
 - v) Keys to all vehicles must remain on site, so the vehicle can be moved in case of emergency.
 - vi) Vehicle operation is limited to brief parade-type display specifically approved by the Fire Marshal.
- b) No vehicles shall be parked in designated fire lanes at any time outside the FWCC, including move-in/move-out. Vehicles will be towed at the owner's expense.
- c) All vehicles not on display must be moved out of the building prior to the public being admitted.

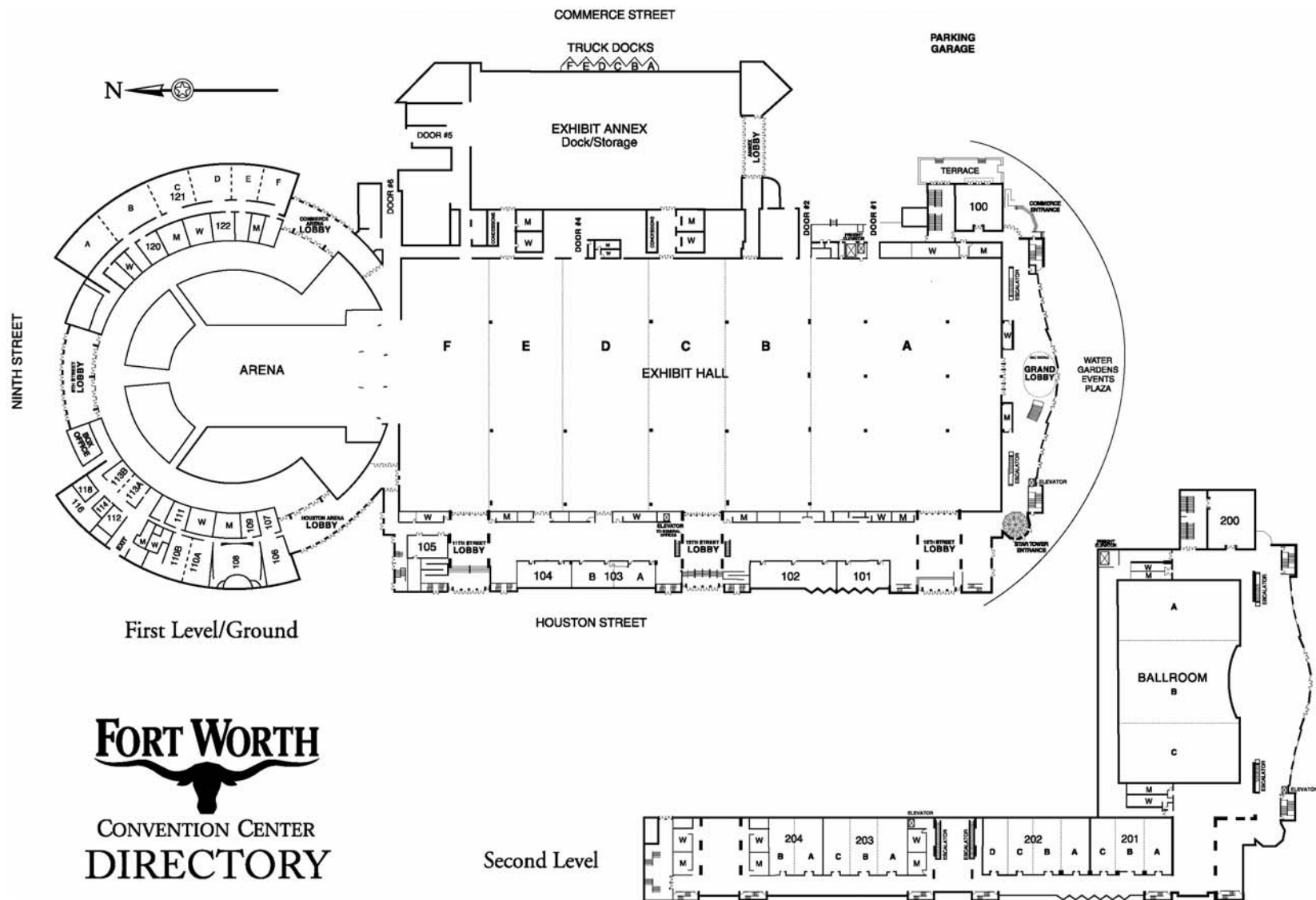
10) Hazardous Materials

- a) Occupational Safety & Hazard Administration requires that all containers of hazardous materials be labeled with the identity of the hazardous material and appropriate hazardous warnings.
- b) Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet in case of spill or leakage.

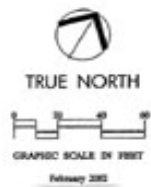
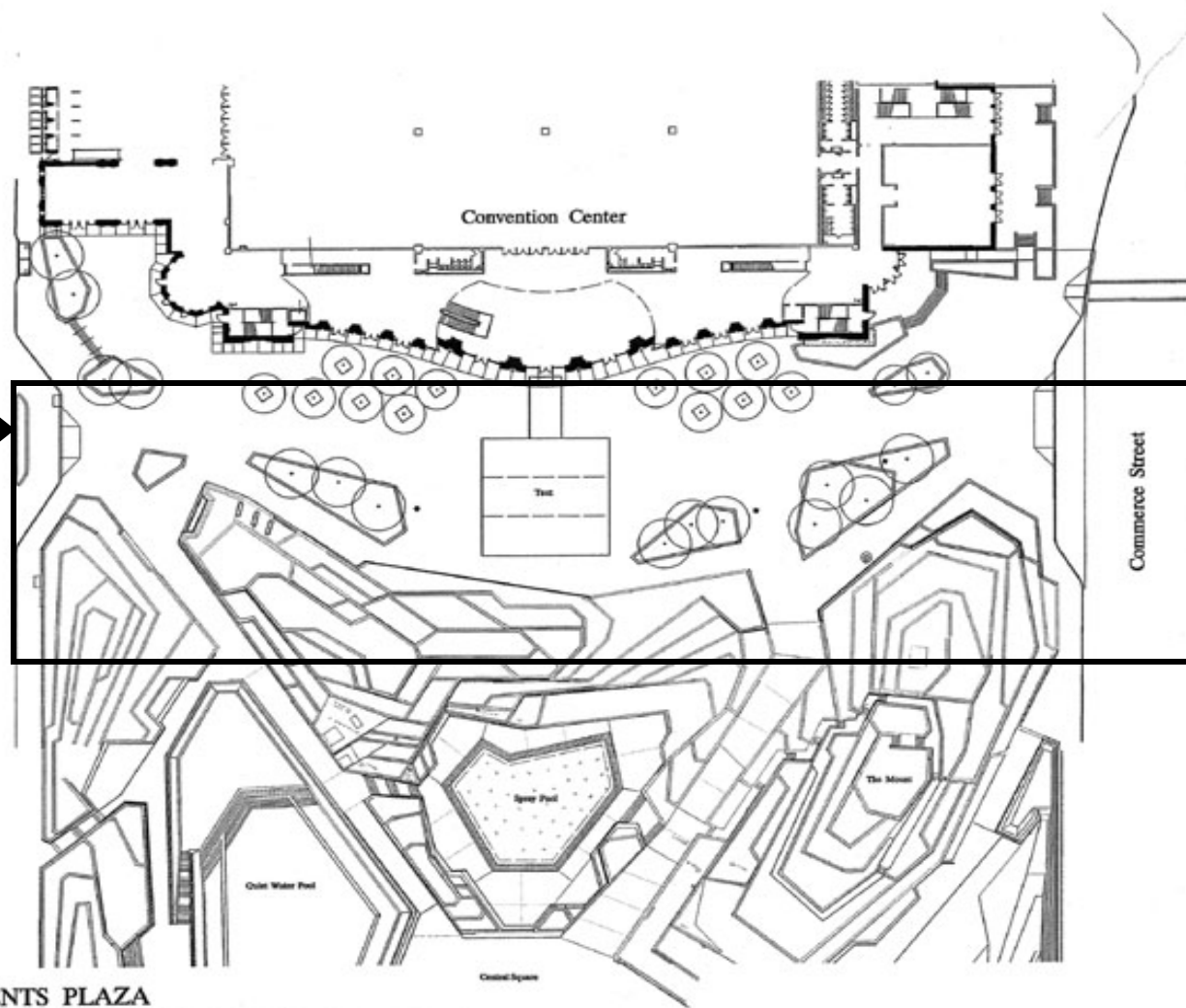
11) Seating Arrangements

- a) All seating arrangements for events will be in accordance of the Fort Worth Building Code and approved by the Building Official.
- b) The final floor plan of the layout for conventions, concerts or conferences should be submitted to the FWCC at least 90 days in advance. Your Event Coordinator will then submit the floor plan to the Building Official and Fire Marshal for approval.

Facility Diagrams



FWCC
Plaza Area



THE EVENTS PLAZA
Fort Worth Water Garden and Convention Center



- | | |
|--|---|
| 1 Fort Worth Convention Center (FWCC) | 4 Water Gardens |
| A Ballroom (Second Floor) | 5 General Worth Square Park |
| B Administrative Offices (Mezzanine) | 6 Intermodal Transportation Center |
| C Arena | 7 Omni Fort Worth Hotel |
| D Loading Docks | 8 Park Central Hotel |
| E Exhibit Hall | 9 Hilton Hotel |
| 2 FWCC Houston Street Parking Garage | 10 Sheraton Fort Worth Hotel and Spa |
| 3 FWCC Commerce Street Parking Garage | |